



Terms of Reference

Videographer for Caribbean Veterinary First Responder Training Course

One Health One Caribbean One Love Project

Purpose: 1) To document presentations at a 3 day training workshop and using slides, and photos provided by the One Health team, to produce 15 minute edited videos from selected presentations at the workshop which can be used as online training materials.

Duration of

Contract 1) Attend Workshop: March 24th – 26th and record all Lecture sessions during the workshop – approximately 11(eleven) 30-45 minute sessions in the meeting room whilst the presenter addresses participants.

2) Produce 15 (fifteen) minute video clips of selected lecture session fully edited to include slides and photographs provided by the speaker and/or the One Health Project Team. The consultant must ensure that all clips have clean, crisp sound, and the programmes/methods used to create the videos must allow the clips to load quickly and easily when accessed by users.

Contract

Supervision: One Health Project Management Team

Application

Deadline: January 15th 2015

Background

The Caribbean One Health One Caribbean One Love project has been set up to increase knowledge about food security, animal health and production in Caribbean Countries through promoting and entrenching a One Health approach to zoonotic and food borne disease surveillance, diagnosis and response and to use this approach to strengthen the ability of Caribbean countries to recognise, diagnose and respond to animal and zoonotic diseases. The project specifically targets key personnel within the veterinary, public health and environmental health services of Caribbean countries, where there are currently very limited interactions between medical, wildlife and veterinary professionals.

The Caribbean Veterinary First Responder training course will be delivered to representatives of 16 Caribbean countries. The main objective of the training course is to improve the ability of Caribbean veterinarians and animal health assistants to accurately recognize and respond to priority animal and zoonotic diseases within the Caribbean region. Video documentation of the training presentations will provide the 'trainers' who are attending the training course with relevant information, so they can apply this information to train key stakeholders in their own countries. Videos of the presentations will be placed on the project website so they are easily accessible to first responders and trainers from across the Caribbean region.

SCOPE OF WORK AND SPECIFIC TASKS

The consultant will work together with the One Health Project Management Team on producing select presentations to be edited into 15 minute video clips moving between the presenter's talk and photos /slides that illustrate their points. All slides/photos will be provided by the presenter and/or the One Health Team.

Copyrights

The One Health One Caribbean One Health Project will hold exclusive rights to any raw footage as well as the final products from this consultancy. Should the consultant require use of any of the footage of video for any purpose, they will require written permission from the One Health Team.

Supervision & Contact

Supervision and contact for the consultant will be primarily carried out by the Project Manager and the Project Administrator, the final product will be approved the the Project Management Team.

Persons/Firms interested in this consultancy must submit the following:

1. Two video samples or online links should be submitted to support the application;
2. Offeror's letter confirming interest and availability for the assignment and **Final all-inclusive price proposal with detailed breakdown of costs**. Please note, the quotation

should reflect the cost to produce each 15 minute video clip, and indicate whether (and how much) of a price reduction is available; what number of clips will be qualify for a price reduction, and the amount of that price reduction.

3. Please provide a brief description of professional experience videography, particularly any experience that may be similar to the task at hand.
4. **Please also quote the number of working days required to produce 1 video clip.**
5. Note also that failure to provide detailed quotes and/or expected turnaround time will disqualify you from consideration for the consultancy.

Schedule of payments

Payments will be made in accordance with the agreed contract sum and upon final approval by the Project Management Team, within 15 working days of approval.

How to apply:

Interested applicants are requested to submit documents electronically to onehealth@sta.uwi.edu and dulcie.furlonge@sta.uwi.edu or by hard copy to the project office in a sealed envelope labelled:

Attention: Professor Chris Oura
School of Veterinary Medicine
Faculty of Medical Sciences
The University of the West Indies
Eric Williams Medical Sciences Complex
Mt. Hope
Trinidad and Tobago
West Indies

PRIVATE & CONFIDENTIAL:VIDEOGRAPHY
One Health, One Caribbean, One Love Project

All quotations and support information must be submitted no later than **January 15th, 2015: 3:00 pm** to be considered.

